

KERALA AGRICULTURAL UNIVERSITY
B.Sc (Hons.) Agriculture – 2010 Admission IIIrd Semester
Final Examination – January / February 2012

Title : Stat. 2102

Marks : 80

Course : Introduction to Computer Applications (1+1)

Time : 3 Hours

I (a) Answer all the questions

(8 x 1 = 8)

1. ----- is used for entering data/instructions to the computer.
a) input device b) output device c) CPU d) memory
2. Slides are related to -----
a) MS Word b) MS Excel c) MS PowerPoint d) MS Access
3. ----- spans over one/two cities.
a) LAN b) WAN c) MAN d) PAN
4. ----- menu contains 'Exit' command
a) Edit b) File c) View d) Format
5. Four bit binary group is known as
a) bit b) byte c) nibble d) word
6. Which of the following is a search engine?
a) yahoo b) google c) msn d) All of the above
7. Which operation is not performed by computer?
a) inputting b) processing c) controlling d) Understanding
8. ----- is the free operating system
a) Linux b) Windows c) DOS d) Unix

P. T. O.

(b) Match the following

(4 x 0.5 = 2)

	A	B
9	DOS	a. short cut key for 'Bold'
10	OCR	b. Operating System
11	Ctrl+B	c. Output device
12	LCD	d. Input device

II Write short notes on any TEN

(10 x 3 = 30)

1. How will you change the default margins in MS Word?
2. Write down the shortcut keys for cut, copy & paste commands in Windows.
3. List out the common spread sheet functions in MS Excel.
4. What are the advantages of computer networks?
5. What are the various types of printers?
6. What are the features of E-Mail?
7. What do you mean by MICR?
8. Convert $(456.123)_8$ to binary.
9. What are the different methods to change the background color of the presentation?
10. What is header & footer? How will you insert header & footer into a document?
11. Write the alignment features of MS Excel.
12. How can we create a table in design view using MS Access?

III Write short essays on any SIX

(6 x 5 = 30)

1. Explain external storage devices.
2. Explain the functional components of a computer.
3. Explain the different methods to insert Bullets and Numbering into the document.
4. Explain different types of networks.
5. Convert
 - a) $(12.625)_{10} = (?)_2$
 - b) $(267.8)_{10} = (?)_8$
6. Explain the steps involved in Mail Merge.
7. Explain any two internal and external commands in MS DOS.
8. Explain Forms, Query and Report in MS Access

IV Write essay on any ONE

(1 x 10 = 10)

1. Explain the features of MS Word and MS PowerPoint?
2. Write an algorithm & flow chart to find the biggest of two numbers.